

Meeting Date 12 Jun 2023

Status: [] -

Motion type: Financial ▾

___ in favour, ___ against

Conflicts of Interest Declared:

Mayor Shelley Trainor

Abstentions or other notes:

Moved by Councillor _____

Seconded by Councillor _____

Acknowledgement of Lawnmowing Contract Decision

WHEREAS a Council decision on provision of lawnmowing services was incorrectly made outside of a public Council meeting, due to the newness of the CAO and Council and not yet being fully aware of proper protocol for municipalities making such decisions, and the Council wishes to remedy that error by now placing the decision on the public record,

WHEREAS Mayor Trainor appropriately recused herself and was not involved in the discussion or decision-making about the contract,

WHEREAS the municipality did not have a formal procurement policy in place at the time of making the decision, and still does not have such a policy, however the decision needed to be made given the urgency of beginning lawnmowing services on municipal properties in the late Spring,

WHEREAS the rationale provided to Councillors, and communications between the CAO and Council, are included as Schedule A to this resolution

BE IT RESOLVED that Council publicly affirms the decision to authorise the CAO to offer ByTheSea Lawnmowing a 5-year contract to the municipality for lawnmowing services, as recommended in Schedule A.

I certify that this is a true copy of the resolution.

Deputy Mayor
Shelley Trainor

Chief Administrative Officer
Anna Keenan

SCHEDULE A

From: Victoria Municipality PEI <victoriamunicipalitypei@gmail.com>

Apr 20, 2023, 3:50 PM

To: Tom, Jamie-Lee, Marly, Eric

Subject: Council decision/direction please - Lawnmowing 2023

Hi there Councillors-minus-Shelley (due to conflict of interest),

I wanted to ask for **your decision, by Monday ideally**, regarding the Lawnmowing provider for municipal properties this year.

We don't yet have a procurement policy for the municipality, so my contract is the nearest guide I have. According to my contract, I need to *"recommend to Council any proposed expenditure of more than one thousand (\$1,000.00) dollars. The Council shall not be bound to adopt such recommendations."*

I've summarized my recommendation, and the background, in this document, which you can comment on: [\[link to document, the content of which is reproduced below\]](#)

You can see that I am trying to balance both financial savings, and community values, in my decision. Both are valuable criteria in decision-making for me.

I'm not sure if you all have made group decisions by email before. If you don't already have a method for it, perhaps **you can discuss my recommendation by email amongst yourselves (without me on copy), and once you've all been heard and have come to a consensus (or a majority decision), one of you** (maybe Marly as acting mayor in Shelley's absence? Or if Marly is flat out with the restaurant openings, Tom or Jamie-Lee?) **can communicate that decision to me by/on Monday.**

You're welcome to make a different decision than what I have recommended, I won't take it personally. :)

Hoping you all are enjoying the beautiful spring weather (or Ecuadorian winter!)

Anna K

—

Anna Keenan (she/her or they/them)
Chief Administrative Officer (CAO)

Rural Municipality of Victoria 🌻
(902) 658 2541

Public Office Hours: Mon-Thur - 9:30am-12pm & 1-3:30pm
Victoria historic schoolhouse, 730 Victoria Rd, Victoria-by-the-Sea

Marly Anderson <rmvmarlyanderson@gmail.com>

Apr 20, 2023, 8:10 PM

to Anna, Eric, Jamie-Lee, Tom

Thank you Anna for putting this together. I can coordinate with our team.

Marly

From: Marly Anderson <rmvmarlyanderson@gmail.com>

Sun, Apr 23, 5:04 PM

to: Anna, Eric, Jamie-Lee, Tom

Good afternoon Anna,

All of council (Eric, Jamie, Tom) have gotten back to me. Nobody has any comments or concerns about your recommendation. I believe you have councils approval here.

Thanks again,

Marly

CAO Recommendation:

1. That we offer **By the Sea Lawn Care** the lawnmowing contract for the municipal properties for the 2023 season, but that we ask them to reduce their total annual cost to \$5,500, informing them that:
 - o this amount is still \$520 higher than a competitor's quote but that we are willing to offer their company the work at this higher rate on the basis of their pro-activeness, their local community commitment, and our desire to support the growth of a newer Victoria-based business.
2. Should they accept a \$5,500 contract for this year, we further offer them a **5-year contract for the work**, based on that rate for 2023 **and increasing for CPI/inflation** annually.
3. Should they not agree to a \$5,500 contract, we can accept their latest quote at **\$6,000 for this year only**, and would seek quotes from competitors again next year.

Background/ comparison of quotes:

	By the Sea Lawn Care	On the Go Property Maintenance
Contacts	Brian Trainor 613-572-3246 bythesealawncare@gmail.com Location: Victoria by the Sea, PEI https://www.facebook.com/profile.php?id=100082663868509	Tom Noonan 902-388-4884 otgproperty@gmail.com Location: Albany, PEI https://www.facebook.com/On-The-Go-Property-Maintenance-Inc-1446721942293643/
Contact history	<p>Brian reached out proactively Wednesday March 1.</p> <p>We had a bit of a back-and forth by email as I was wrapping my head around the role, and the municipal budget. We talked about the number of cuts needed per year (last year they quoted for 12 cuts, but did 14 as it was a very rainy year/grass grew fast). This year he proposed starting earlier and doing 15 cuts.</p> <p>Because of the financial and environmental</p>	<p>After hearing from Brian and considering our budget, I researched local lawnmowing providers in the South Shore area. I had difficulty finding someone, but eventually found On the Go Property Maintenance.</p> <p>I reached out to Tom by phone on March 28, seeking a comparative quote. He let me know that he was out of province on vacation that week, but would get us a quote as soon as they were back.</p> <p>I sent an email that day with the request, and</p>

	<p>benefits of mowing less frequently, I asked that we observe 'no mow May' (for the bees) and reduce the frequency to as low as possible while still maintaining an attractive community. He submitted a schedule of 12 cuts and a quote for the 6 municipal properties on March 13.</p> <p>The total bill would have been \$7,080 for the 6 municipal properties (compared to \$4020 last year).</p> <p>Seeing that this was substantially more than last year, I sought out a comparative quote. When the comparative quote came in much lower, I offered him the opportunity to adjust his quote, letting him know the total amount from our municipal budget, and that a competitor had come in 'quite a bit lower'.</p> <p>He delivered an updated quote, see below.</p>	<p>identified where the 6 properties were.</p> <p>Around April 7, Tom visited the village to assess the properties, and on April 11 Tasha from their office called and emailed me to deliver a quote, based on a weekly cut.</p> <p>I shared my hope that we could reduce cuts (and therefore cost) by observing No Mow May and reducing frequency, and they said that the schedule could be anything that we want, so long as it is at least every 10 days in June and July, the peak growing season.</p>
Schedule of cuts	<p>This schedule of 12 cuts was proposed by Brian, I would keep it the same for any contractor:</p> <p style="text-align: center;">1 at the end of May 3 in June 3 in July 2 in Aug 2 in Sep 1 in Oct</p> <p style="text-align: center;">[Fewer cuts are possible if it's a dry year, more cuts will be needed if it's a rainy year & the grass grows fast.]</p>	
Approved amount for all lawn mowing in the budget	<p>\$6,655</p>	
Total cost	<p><i>"Below is our reduced quote down to \$6000 for the year. This is based on a maximum of 12 cuts. If the weather is dryer then the cuts would be less and the cost reduced even more.</i></p> <p>1) Dunroven Shores Park 160 per cut 2) lighthouse 50 per cut 3) welcome centre 50 per cut 4) school house 140 per cut 5) Sea Wall Park 50 per cut 6) Firehall 50 per cut</p> <p>[Total = \$500 for 1 cut of all 6 properties]</p>	<p><i>Prices are based on per cut and will be cut once per week [Note: we later discussed this by phone and agreed that we could decide the frequency.]</i></p> <p>Community Centre [school house] \$90 Fire Department and Dunrovin Park \$125 Visitor Information Centre \$100 Wharf [Seawall park] \$50 Lighthouse \$50</p> <p>[Total = \$415 for 1 cut of all 6 properties] [\$4980 for 12 cuts]</p>

	<p>[\$6000 for 12 cuts]</p> <p><i>Thank you for getting back to me. If you need us to reduce more, let us know."</i></p> <p>GST/HST wasn't mentioned, but I assume it would be charged on top of this. I've asked him to clarify (he may be a 'small supplier' and therefore not need to add tax). Will let you all know when I receive a confirmation from him.</p>	<p>Plus GST (but this is rebated back to the municipality) + HST.</p>
<p>Values statements</p>	<p>Gathered from a few different email threads:</p> <p><i>"Hi, I am the owner and operator of our family-run lawn care business, By The Sea Lawn Care, operating out of Victoria By the Sea.</i></p> <p><i>We began our business last summer and successfully cut lawns for all municipal properties in our Village as well as several residential and private businesses in this area. We decided to begin this business adventure, knowing there was a need for such services in our area, but also to have our three sons involved in caring for their community, all while working alongside each other.</i></p> <p><i>We have received very positive feedback from the town, citizens and businesses last year and I hope you will consider our business to help you with your lawn care needs this upcoming season."</i></p> <p><i>"Hi Anna,</i> <i>Last year, it was late in the year (June) and the municipality had no one to cut the lawn. The CAO reach out to me and I submitted individual quotes for 12 cuts for each of the municipal properties and was given the job.</i></p> <p><i>Some properties are larger then others. Lighthouse/Park behind the Fire Hall/School/Welcome Centre/Board Walk and the Fire Hall. I did not cut the grass at the big park with the green building on it [the causeway park], as the municipality did not want it cut. It became an issue for visitors and politicians later on in the summer so I would also like to submit a quote for that as well.</i></p> <p><i>...</i></p> <p><i>Again, we are very interested in this project as we lv our town so much and took pride in our work. To be honest, we completed more then the 12 cuts, we even cleaned up and cuts lawns after the hurricane in the fall. We cut before and after business hours to accommodate the tourist. I think that our services were above and beyond.</i></p>	<p>Phone conversations reiterated their experience and their large team and reliability, and that they do edge-trimming as well as mowing.</p>

	<p><i>"We are a family who lives in the village. We have been warmly welcomed and very much involved in our community. My sons and I started a small lawn care business last summer (By-The-Sea-Lawncare) and took care of all lawn maintenance in the village from June through the end of October. We feel very proud of our work and feel like we were able to help our community by maintaining the beauty of our village."</i></p> <p><i>"We separate ourselves from the bigger companies as we understand the needs of our community. We know that there is a lot of visitors coming to our village so we are able to be flexible and provide cut times as to not disturbed the residents, visitors or the local shops. We will also work closely and in cooperation with the village's CAO. We observes the "no mow May" which we believe is good for our community and the environment. Please keep in mind we will continue to ensure regular weedeating around posts and the many trees as well as the cut grass being blown off paths. Please also note that there has been a significant increase in fuel prices, tools, equipment and maintenance cost since last year. We are local, small and proud. If you feel that our quote is significantly higher then other bigger companies, please provide us with the opportunity to discus and re-adjust our quote prior to your final decision.</i></p> <p><i>We look forward to hearing from you."</i></p>	
Additional info	<p>Brian had also expressed interest in pursuing a 5-year contract with the municipality. I am open to this, basing the rate on this year's cost and increasing it at the CPI/inflation rate annually.</p> <p>He also provided a quote for the causeway park (\$300 per cut, \$3600).</p>	